

~~CONFIDENTIAL~~

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31 January 1949

*all completed
2/16/49
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MEMORANDUM FOR: EXECUTIVE

THROUGH: Acting Management Officer

FROM: Executive Assistant Director, OCD *A*

SUBJECT: Requested Alterations of the T/O for the Office of Collection and Dissemination

REFERENCE: Your memorandum to AD/OCD, dated December 30, 1948, subject: T/O Office of Collection and Dissemination

1. It is hereby requested that a change be made in the T/O for Liaison Branch, OCD, in addition to the alterations approved in the reference memorandum. The workload on the Non-IAC Desk, Liaison Branch, has become quite regular and standardized. It is, therefore, possible to release the Intelligence Officer, P-3 position, Bureau No. 2497.

2. However, the workload on the Army Air Desk continues to mount making it mandatory that both the CAF-5 and CAF-6 clerical positions be filled.

3. The recent classification desk survey of Liaison Branch which recommended the CAF-5 and CAF-6 clerical positions approved in your reference memorandum for the other three desks also recommended a CAF-5 position on the Non-IAC Desk in place of the CAF-4 clerk stenographer position now being carried on that Desk. Through some inadvertency on the part of this office, the changing of this position was not brought to the attention of Management Branch prior to your reference memorandum.

4. It is hereby requested that the P-3 position on the Non-IAC Desk be eliminated; that the CAF-4 position on the Non-IAC Desk be changed to a CAF-5; that the hold, currently allowing only one person to be either in the CAF-5 or CAF-6 clerk positions on the Army Air Desk, be lifted allowing both of these positions to be filled. The above changes will not increase the overall T/O for OCD, and will account for a budgetary saving of over \$1,200.

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